

(When filled in)

Approved For Release 2000/05/31 : CIA-RDP86-00244R000200270002-4

TRAINING REPORT

PERFORMANCE APPRAISAL WORKSHOP

(6 hours, part time) - Given for Office of Logistics employees only.

Student :

Dates:

Year of Birth:

Office :

Grade :

Service Designation:

EOD Date :

Number of Students:

COURSE OBJECTIVES

The Performance Appraisal (PA) Workshop objectives were: (a) to provide appropriate up dated guidelines and policy concerning PA's, (b) to impress on the participants the potential value of PA's as a managerial tool, (c) specifically to make clear PA function to the employee, the supervisor and management, (d) to clarify the nature of problems of objectivity and to suggest techniques for maximizing objectivity, (e) to clarify the value to supervisor and employee of the PA interview and suggest certain topics and approaches as being appropriate to the discussion, (f) to discuss the problems and possible solutions of rating escalation, (g) to clarify the inclusions and exclusions appropriate to the narrative section of the fitness report.

The design of the course provided for breaking of the class into teams for the first 3 hour segment with each team discussing three questions dealing with PA and then reaching a team consensus on the questions. In the second 3 hour segment representatives of each team made presentations and the class discussed the issues raised. The course instructor provided a summary at the conclusion.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in the course.

FOR THE DIRECTOR OF TRAINING:

Chief Instructor

Date

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